

Schedule 65

DOUGLAS COUNTY CLERK

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

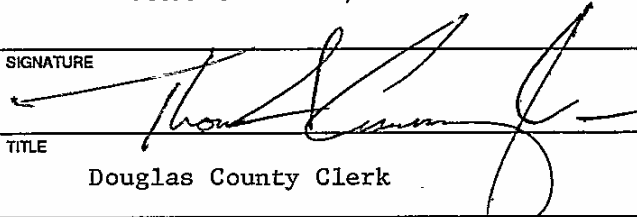
**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	65
AGENCY, BOARD OR COMMISSION	DOUGLAS COUNTY CLERK
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of October 20, 1978	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

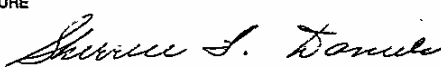
PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE Douglas County Clerk	DATE June 16, 1989

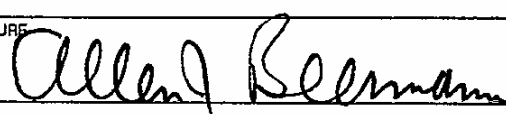
PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE * 		DATE 21 June 1989
STATE ARCHIVIST		

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE * 		DATE June 24-1989
ADMINISTRATOR		

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 65 – DOUGLAS COUNTY CLERK

65-1 BOND RECORDS

65-1-1 BOND AND COUPON REDEMPTION REPORTS

County treasurer's monthly reports of bonds and coupons redeemed, certifying the number, description, and value of same.

Dispose of after 5 years provided audit has been completed.¹

65-1-2 BOND INDEX AND REGISTER

Excepting metropolitan or primary class cities and fifth class school districts, registers all county, city, village, school district, irrigation district, watershed district, road improvement, and precinct bonds. Section 10-203, R.R.S. 1943, details information to be recorded.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals. If not microfilmed, originals may be transferred to the State Archives 20 years after last entry.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-1-3 OFFICIALS' BONDS AND BOND RECORD

Performance bonds for all county officials are filed with the county clerk except the clerks' and county board members' which are filed in county court. Also includes the Bond Record which records the filing of Officials' bonds and the particulars relating to each.

Dispose of 10 years after release, replacement or expiration of bond.

65-1-4 REDEEMED BONDS AND COUPONS

Includes redeemed bonds and coupons for the various county, local, and district revenue bonds, as listed in the Bond Index and Register.

Dispose of after compliance with Section 10-206, R.R.S. 1943, provided audit has been completed.¹ Redeemed bonds and coupons of other political subdivisions must be returned to those agencies in compliance with Section 10-207, R.R.S. 1943.

65-1-5 STATEMENTS OF BOND REGISTRATION

Certifications to the county clerk from the Auditor of Public Accounts stating the approval and registration of county or local bonds issued by the auditor. States the number of bonds issued, their value, rate of interest, and other information that the clerk would enter on the Bond Index and Register.

Dispose of after satisfaction of the complete bond issue provided audit has been completed.¹

65-2 UNIFORM COMMERCIAL CODE FILINGS

65-2-1 U.C.C. FINANCING STATEMENTS

Includes financing statements, continuation statements, chattel mortgages, and related documents. Records are microfilmed for security.

ORIGINAL RECORD: LAPSED: Dispose of 10 years after filing of financing statement or 10 years after filing of last continuation statement, whichever is later.

TERMINATED: Dispose of upon receipt of a Termination Statement.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-2-2 U.C.C. INDEX

Index to all U.C.C. filings.

Delete entries from index 10 years after filing or refiling.

65-2-3 U.C.C. TERMINATION STATEMENTS

Statements indicating that there is no outstanding secured obligation. Records are microfilmed for security.

ORIGINAL RECORD: Dispose of 5 years after date of filing.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-2-4 MONTHLY STATEMENT OF ACTIVITY

Computer listing of the types of filings (UCC, EFS) and inquiries during the previous month.

Dispose of after audit has been completed.¹

65-2-5 MONTHLY UCC STATEMENT

Summary of the payments and credits charged for the monthly UCC-EFS. Information is condensed from the Monthly Statement of Activity.

Dispose of after audit has been completed.¹

65-3 CORPORATION RECORDS

65-3-1 ARTICLES OF INCORPORATION AND AMENDMENTS

Duplicate copies of the Articles of Incorporations (as filed with the Secretary of State) for all non-foreign, profit and non-profit corporations whose registered office is within the county.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-3-2 CHANGES OF REGISTERED AGENT

Duplicates of Changes of Registered Agents or official representatives for corporations whose registered offices are located within the county, as filed with Secretary of State.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-3-3 CHANGES OF REGISTERED OFFICE

Duplicates of Changes of Registered Office, as filed with Secretary of State.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-3-4 DISSOLUTIONS AND STATEMENTS OF INTENT TO DISSOLVE

Duplicates of Dissolutions and Statement of Intent to Dissolve, as filed with the Secretary of State.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-3-5 INCORPORATION INDEX

Index to all filings related to incorporations.

Retain all index entries permanently.

65-3-6 PROOFS OF PUBLICATIONS--INCORPORATIONS

Index and proofs of publication for various notices related to incorporations.

Dispose of after 2 years.

65-4 PARTNERSHIP RECORDS

65-4-1 PARTNERSHIP FILINGS

Includes Certificates of Partnership, dissolution, extension, change in membership or other changes in a partnership agreement.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-4-2 PARTNERSHIP INDEX

Index to all filings related to partnerships.

Retain index entries permanently.

65-4-3 PROOFS OF PUBLICATIONS--PARTNERSHIPS

Index and proofs of publication for various notices related to partnerships.

Dispose of after 2 years.

65-5 MARRIAGE RECORDS

65-5-1 MARRIAGE FILES

May contain marriage license and certificate of marriage, consent of parent or guardian, blood tests, etc.

BLOOD TESTS: Dispose of after 60 days.

LICENSE AND CERTIFICATE OF MARRIAGE (including Consent of Parent or Guardian): ORIGINAL: Send to State Department of Health, Vital Statistics Division.

CLERK COPY: Retain permanently; microfilm for security.

ALL OTHER PAPERS: AFTER 1909: Dispose of after license is returned.

1909 AND PRIOR: Transfer to State Archives; retain permanently.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-5-2 MARRIAGE COMPUTER INDEX

Index to the marriage files.

Retain index entries permanently.

65-5-3 MARRIAGE RECORD AND INDEX (Obsolete 1986)

Marriage Record dockets recorded marriages with four categories for each marriage and a separate index to the dockets.

ORIGINAL RECORD: AFTER 1909: Retain permanently; OR, microfilm and destroy originals.

1909 AND PRIOR: Transfer to State Archives; retain permanently.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-6 MOTOR VEHICLE RECORDS

**65-6-1 DAILY REPORTS TO DEPARTMENT OF MOTOR VEHICLES
(Form RV- 710)**

Daily reports of issuance of titles and duplicate titles, receipts for notation and cancellation of liens, and voided titles.

Dispose of after 1 year.

65-6-2 MOTOR VEHICLE CERTIFICATES OF TITLE

Copies of Motor Vehicle Certificates of Title filed per Section 60-101-60-107, R.R.S. 1943.

Dispose of 5 years after Title has been transferred OR after Title has been on file for 5 years OR 5 years after Notation of Lien, whichever is later.

65-6-3 MOTOR VEHICLE CERTIFICATE OF TITLE APPLICATIONS

Applications for Certificates of Title and for certified copies of Certificates of Title.
Dispose of concurrently with CERTIFICATE OF TITLE involved.

65-6-4 MOTOR VEHICLE TITLE FEE BOOK

Records fees for issuance of Motor Vehicle Certificates of Title, Notation of Liens, refiling of Certificates of Title, and for issuance of replacement or duplicate Certificates of Title.
Dispose of after 5 years provided audit has been completed.¹

65-6-5 ODOMETER CERTIFICATIONS

Certificate of odometer mileage filed for every motor vehicle sold which is under twenty-five years old and less than 16,000 pounds GVW. See Section 60-2303, R.R.S. 1943.
Dispose of 5 years after transfer of Certificate of Title.

65-6-6 RECEIPTS FOR NOTATION AND CANCELLATION OF LIENS (Forms RV-708 and RV-709)

Receipts and card files relating to notation and cancellation of liens on motor vehicles.
Dispose of after 1 year provided audit has been completed.¹

65-7 COUNTY NOTARY RECORDS (Obsolete)

Immediately dispose of Notary Bond Record, Notary Bonds and Bond Card Files, and Notary Commission Record.

65-8 FISCAL RECORDS

65-8-1 BUDGET COMPARISON

Monthly report of fund, department, the cost center's actual expense and revenue as it applies to adopted budgets.

MONTHLY REPORT: **Dispose of after 3 years.**

FY END REPORT: **ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage, retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-8-2 CASH BUDGET REPORT

Year to date summary of Budget Comparison on monthly expense.

MONTHLY REPORT: **Dispose of when superseded.**

FY END REPORT: **ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage, retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-8-3 CERTIFICATES OF JURY SERVICE

Certification of amount due in consideration for jury service, issued to jurors by the Clerk of the District Court and redeemed by the county clerk.

Dispose of after 5 years provided audit has been completed.¹

65-8-4 DEPOSITORY AND INVESTMENT RECORDS

Includes applications for designation as depository of county funds and joint safekeeping receipts which show the collateral that protects county deposits.

Dispose of duplicates of approved applications and joint safekeeping receipts 2 years after settlement of accounts provided audit has been completed.¹

65-8-5 DOUGLAS COUNTY EMPLOYEE EARNINGS RECORD

Annual listing by employee of each pay period gross wages, tax deductions, pension deductions and annual totals.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-8-6 FEE BOOK

Records entries of all fees collected, showing name of party from whom received, amount received, services for which fee is paid, etc.

Dispose of after 5 years provided audit has been completed.¹

65-8-7 GENERAL LEDGER

Revenue and expense record by account and by fund, including monthly and year to date balances.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-8-8 LOST WARRANT INDEMNITY BONDS

Authorized statements concerning the loss of county warrants, testifying to said loss, thus allowing issuance of duplicate warrants.

Dispose of after 5 years provided audit has been completed.¹

65-8-9 MONTHLY DETAIL LEDGER (Encumbrance Record)

Internal management report listing monthly encumbrances. Shows all payments, inventories, change orders, and month end journal entries.

Dispose of after 2 years.

65-8-10 PURCHASE ORDER STATUS

Purchase orders by fund for internal accounting.

Dispose of after 1 year.

65-8-11 WARRANT ABSTRACTS (Transmittal)

Transmittal record from Treasurer's Office with daily warrants paid.

Dispose of 5 years after clearance date provided audit has been completed.¹

65-9 MISCELLANEOUS RECORDS

65-9-1 ALPHABETICAL INDEX

Monthly microfilm listing of all computer index data. Information includes index to UCC, Proofs of Publications, Marriage Licenses, Corporations, Partnerships, etc.

ON-LINE DATA: Delete when no longer applicable.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

MICROFILM WORK COPY: Dispose of after 5 years.

65-9-2 BILLS OF SALE

An agreement of any sold properties by two or more persons. Can be the Bill of Sale form or a common letter.

Dispose of after 10 years or after completion of transaction, whichever is later.

65-9-3 CEMETERY RECORDS

Under the provisions of Section 12-502, R.R.S. 1943, the clerk is to record incorporations of cemeteries, and under Section 17-941, before amended by Laws 1971, LB 32, Section 4, the clerk was to record titles to plots.

ORIGINAL RECORD: Retain permanently; microfilm for security.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE MICROFILM COPY: Retain permanently in sub-vault.

NEGATIVE MICROFILM WORK COPY: Retain permanently in records-vault.

65-9-4 DENTAL AND MEDICAL REGISTRATION (Obsolete 1986)

Under the provisions of Section 71-109 and 71-187, R.R.S. 1943 (repealed LB 926E, 1986), the clerk was to record information relating to registration of every dentist or medical practitioner working in the county.

Immediately dispose of obsolete records; subject to review by the State Archivist before disposal.

65-9-5 DISCHARGE RECORD

Records instruments of discharge from military service of veterans of the Spanish-American War, First and Second World Wars, and the Korean and Vietnam Wars. This is a confidential record and should be maintained as such in office of the county clerk per section 23-1309, R.R.S. 1943.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals to section.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE MICROFILM COPY: Retain permanently in sub-vault.

NEGATIVE MICROFILM WORK COPY: Retain permanently in records-vault.

65-9-6 HISTORICAL MONUMENTS AND MARKERS

Under the provisions of Section 23-353, R.R.S. 1943, the clerk is to record the location and significance of county-erected historical monuments and markers and to file a duplicate copy of each record with the Nebraska State Historical Society.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE MICROFILM COPY: Retain permanently in sub-vault.

NEGATIVE MICROFILM WORK COPY: Retain permanently in records-vault.

65-9-7 LICENSES AND PERMITS, MISCELLANEOUS

May include licenses, permits and related files for tobacco, public amusements, dining and dancing, locksmiths, hunting, fishing, etc. Is not to include Liquor and Beer Licenses.
Dispose of 2 years after expiration of license or permit.

65-9-8 LIQUOR AND BEER LICENSES

May include copies of licenses, petitions concerning granting of license, correspondence, etc.
Dispose of 4 years after expiration of license.

65-9-9 LIVESTOCK BRANDS

Immediately transfer to the State Archives; retain permanently.

65-9-10 MILITARY ROSTERS

Immediately transfer to the State Archives; retain permanently.

65-9-11 MISCELLANEOUS FILINGS INDEX REGISTER (Ledger)

Index of all miscellaneous records filed with the county clerk.
Retain permanently.

65-9-12 PROOFS OF PUBLICATIONS--TRADE NAMES, TRADEMARKS, SERVICE MARKS

Index and proofs of publication for trade names, trademarks and service marks.
Dispose of after 2 years.

65-9-13 PURGED DATA LISTING

Monthly computer report of data purged from the computer system.
Dispose of after 5 years.

65-9-14 SCHOOL DISTRICT BOUNDARY CHANGES

Certificates from county superintendent to county clerk of changes made in boundaries of school districts within the county and any resultant changes in bonded indebtedness.
Dispose of after 10 years, provided change is noted in permanent records of County Superintendent.

65-9-15 SPECIAL ASSESSMENT LISTS FROM CITIES

Certified lists of special assessments by city to county to be entered on county tax records.
Dispose of 10 years after receipt from city, provided all assessments are listed in County Treasurer's Special Assessment Record.

65-9-16 TRANSFER OF SCHOOL TAXES

Notice sent by the county superintendent to the county clerk directing a change in the tax list. This notice records a change of property from one school district to another, a change which involves transferring the owner's school privileges and school taxes from one district to another.
Dispose of 10 years after changes are made in the Tax List.

65-10 COUNTY BOARD RECORDS

65-10-1 APPOINTMENTS

Declarations by the board of appointment of persons to various committees, boards, commissions, or positions.

Dispose of 5 years after appointment ceases, subject to review by the State Archivist before disposal.

65-10-2 AUDIT REPORTS

For the various county offices and townships.

ORIGINAL COPY: Retain one copy permanently; OR, microfilm and destroy originals after 10 years.

OTHER COPIES: Dispose of when no longer of reference value.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-10-3 BOARD OF EQUALIZATION RECORD

Record of proceedings of the board, showing date of meeting, members present, petitions for adjustment of tax assessment of personal and real property, name of petitioner, original assessment, board recommendations, etc.

ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to State Archives.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-10-4 COUNTY BOARD RECORD OR PROCEEDINGS

Minutes of meetings of the county board of commissioners or supervisors.

ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to State Archives.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-10-5 COUNTY BOARD RESOLUTIONS

Official resolutions of the county board.

ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to State Archives.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-10-6 COUNTY BUDGETS

Expenditure estimates and proposals, budget requests, revenue estimate statements, certifications of valuations, assessor's valuations, refund valuations, refund credits to real estate and worksheets, certificates of valuation, and certificates of levy.

ORIGINAL RECORD: Microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-10-7 COUNTY CONTRACTS

Written contracts and agreements between the county and other public or private entities. Contracts usually pertain to capitol construction and general work projects and may include: specifications, affidavits of publication of calls for bids, accepted and rejected bids, contracts, purchase orders, inspection reports, correspondence, etc.

ORIGINAL RECORD: Microfilm and destroy originals 10 years after fulfillment of contract, subject to review by the State Archivist before disposal.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-10-8 COUNTY-OWNED REAL PROPERTY RECORDS

Includes abstracts of title to county-owned land, deeds, warrant authorizations for purchase of same, correspondence, and bills of sale.

ABSTRACTS OF TITLE, DEEDS, AND BILLS OF SALE: Retain permanently, OR, microfilm and destroy originals.

ALL OTHER RECORDS: Dispose of after 20 years.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records vault.

65-10-9 COUNTY TREASURER'S SEMI-ANNUAL STATEMENTS

Financial statements of tax collections, expenditures, and current fund balances, as detailed in Section 77-1745, R.R.S. 1943.

Dispose of 5 years after proof of publication is returned OR 5 years after inclusion in county board minutes or proceedings.

65-10-10 INDUSTRIAL DEVELOPMENT RECORDS

Case files include copies of resolutions of the county board for the issuance of industrial development bonds, leases and agreements, requisitions, cash statements, memoranda, etc.

Dispose of after 20 years.

65-10-11 MISCELLANEOUS PETITIONS

Citizens' petitions to the county board, including petitions for creation of road and paving districts, freeholders' petitions, petitions for creation of public power districts, for organization of fire protection districts, etc.

Dispose of 2 years after any action is completed.

65-10-12 PROOFS OF PUBLICATION - OFFICIAL NOTICES

Includes proofs of publication of official notices of the county.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to security storage; retain permanently.

POSITIVE FILM COPY: Retain permanently in sub-vault.

NEGATIVE FILM WORK COPY: Retain permanently in records-vault.

65-10-13 REPORTS (Annual)

May include annual reports of any county agency or official.

Dispose of after 5 years, subject to review by the State Archivist before disposal.

65-10-14 TAX ADJUSTMENT (Certified Assessment Correction)

Real and personal tax adjustment files, including petitions for adjustment and related papers.

Dispose of after 10 years.

65-10-15 TAX LEVY RECORD BOOK (Recapitulation Book)

Itemized levies for each county fund, as established by the County Board of Equalization.

Dispose of 10 years after the last fiscal year entered.

65-10-16 TREASURER'S CERTIFICATE OF SETTLEMENT

Duplicate copies of certificates, issued by the State Tax Commissioner to the county treasurer, indicating settlement of accounts with the state, as detailed in Section 77-1757, R.R.S. 1943.

Dispose of after 10 years provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet